

RESOLVING THE CIRCULATION OF INTERN PAPER WORK AND MANAGING INFORMATION WITH DATABASE APPLICATION FOR THE PERSONAL TRAINING SECTOR

Cosmin Florescu

Student in Computer Science in Business Applications
dcflorescu@yahoo.com

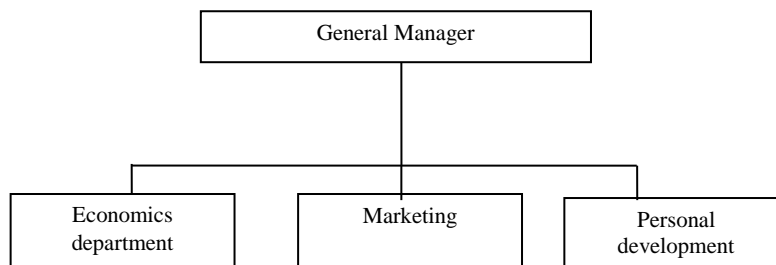
❖ Introduction

S.C. Formenerg S.A. is a training firm that organizes courses especially for the people working in the Romanian National Energetic System. It offers a variety of training courses from a variety of fields like management, marketing, maintenance and repair, projection and designing of electrical systems, marketing, IT, PR, foreign languages.

❖ Company structure

Formenerg is a medium sized firm with 54 employees and with approximately 80 partners (the teachers).

The firm is dived in 3 departments: Marketing, Economics, Personal Development.



The main training cent is located in the center of Bucharest, but Formenerg has also 4 filials in Craiova, Suceava, Constanta and Busteni and a few partnerships with hotels all around Romania in witch the training courses are hold.

❖ Position on the market

The company is one of the most successful in the energy sector, having as main clients the largest company that produce and distribute energy in Romania, like Transelectrica, Hidroelectrica & Nuclearelectrica.

The firm has also a good position in the private sector due to its international Partnerships with Dida Group, an Italian company that provides training for Enel employees.

Formenerg has approximately a number of 10.000 customers annual, with expectations of doubling that number in 2009 due to the free courses organised for free with European funding.

❖ The main objectives of the application

The General manager has decided to interconnect the three main departments with the help of an database based application, that with speed up the processing of information received and distributed to the clients.

The management wishes to have at is disposal regular reports on the number of trainees that attend a course, a monthly report showing how many people where trained and the courses that where held and also the foresight of the currents month income.

The application will also generate a number of reports that are necessary for the marketing department like:

- the number of trainees from each firm, with the period that they will be staying in the hotel, simplifying the reservation process.
- All the clients request and reservations for training courses sorted by periods of time, firms, courses, offering the marketing department a powerful tool in their market research activities

For the economical department the database application will offer foresights of the future income, information about the sums they will need to charge each client firm, and also about the necessary payments that need to be maid to the hotels where the training courses where held

The ones who will have the most to gain will be the personal development department. They will have at their disposal reports like:

- information about each customer
- automated catalogues
- automated notifications for the clients that they must attend a training course
- automated certificates for the clients who graduate a course
- automated contracts needed before the training process begins

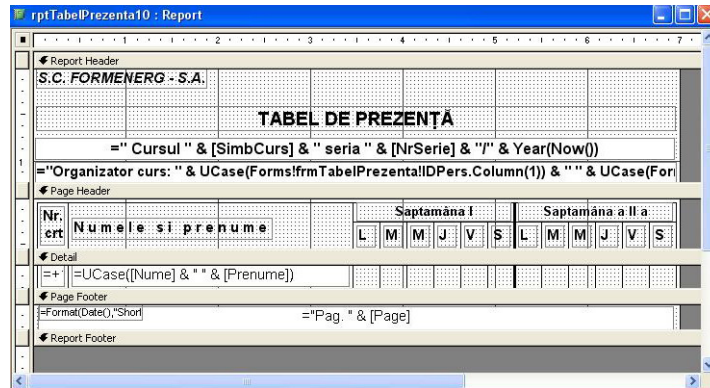
❖ Reports

Here are a few previews of reports from each department:

Number of trainees from each client firm									
Report Header									
S.C. FORMENERG - S.A.									
CENTRALIZATOR ÎNSCRIERI									
- pe societăți comerciale -									
= "la data de " & Format(Now(), "dd/mm/yyyy")									
Page Header									
Societate comercială								Nr. cursanți	
CodUnit Header									
Detail									
CodUnit Footer									
CodUnit		DetUnit							[rCursanti]
Page Footer									
Format(Date(), "Short		= "Pag. " & [Page]							
Report Footer									
TOTAL									Cursanti]

This report is used by the economics department for charging the clients with the corresponding sums for the training courses they attended.

Automated catalogue



This report, and a few others are used by personal development department to generate the necessary paperwork that needs to be filled out for each training course, in this catalogue

The demand of training courses for each month



Reports like this one will be used by marketing department to serve in marketing research activities.

❖ The structure

The information will be stored in 17 tables, each one containing information about only one specific subject. Here is an example:

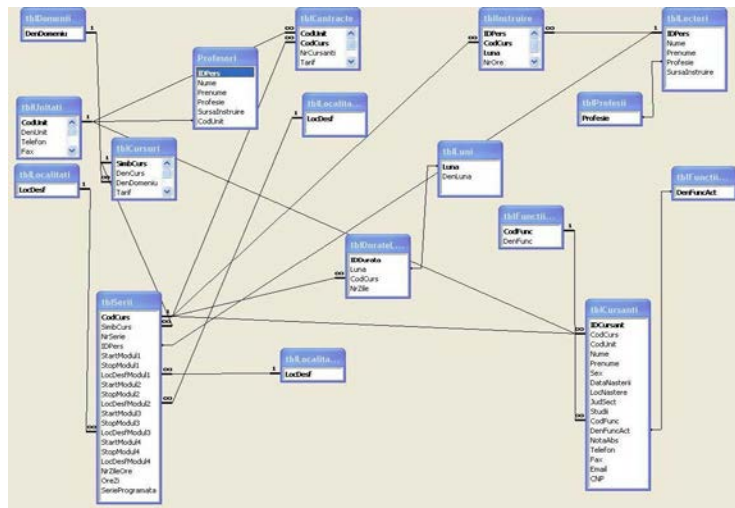
Table TblCursuri

CODE	Type	LENGHT	COMMENTS
SimbCurs	Text	10	The symbol of the training course. This is also the primary key of the table
DenCurs	Text	245	The name of the training course
DenDomeniu	Text	75	The courses domain
Tarif	Currency	Standard	The price of 1 training day
Moneda	Text	4	Currency
Subcontractant	Text	50	The subcontracted firm (if that is the case)
CNFPA	Yes/No		If the training course is certified by the National Comitty of Adult Training

This table stores information about each course the S.C. Formenerg S.A. can offer. All the training courses available when the application is installed, will be stored before beginning using the application, having also the possibility to add a new course at any time.

❖ Relationships

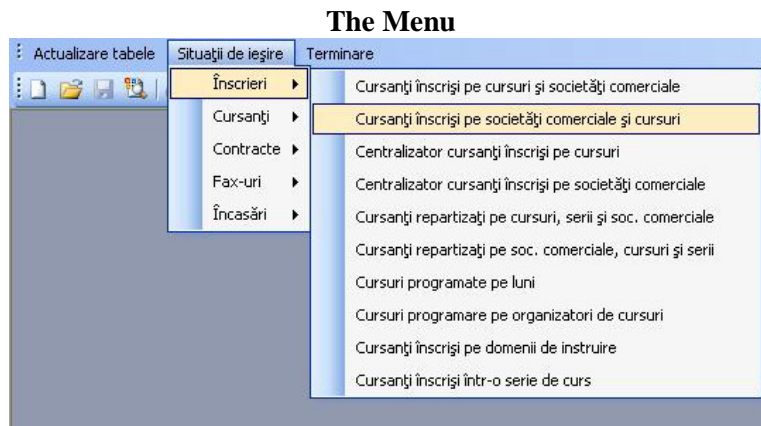
For the application to work properly each table needs to have a primary key, an external key (or more than one) and to be linked to at least another table.



Relationships Scheme

❖ User Interface

For easy access to reports and filling out data forms the main menu is divided in two: *filling out data* and *generating reports*, each with its one specific options.



In order to populate the tables with information in a user friendly environment each element from the *filling out data* submenu has a form associated with it, like the one below.

Training Courses Form

Form Header	
Selectează curs:	Unbound

Detail	
Simbol curs:	SimbCurs
Denumire:	DenCurs
Domeniul:	DenDomeniu
Tarif:	Tarif
Moneda:	Moneda
Subcontractant:	Subcontractant
Autorizare CNFPA	<input checked="" type="checkbox"/>

Adaugă	Modifică	Șterge	Salvează	Renunță	Închidere
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In this particular form the employee using the application can add for example a new training course, change existing information, or delete one of the courses.

Every form when filling out data has 4 main options:

- *Add* – for adding new information (courses clients, etc.)
- *Modify* – for modifying current displayed information
- *Delete* – for erasing current displayed information from the database
- *Close* – for closing the current form.

